

Opening a Personal Service Facility

1. Introduction

A **personal service facility** is one where services such as electrolysis, hair cutting/styling, manicures/pedicures, body piercing and tattooing services are provided to or on the body of another person.

Invasive personal service procedures are those intended to penetrate the body either by incision or insertion of an item into or through the skin or mucosa or any other means intended to puncture, break or compromise the skin.

Blood borne and other infections may be transmitted through personal service procedures to clients and/or to persons providing personal services. The type of health risk depends on the invasive nature of the service, e.g. surface treatments vs. procedures that puncture the skin. Exposure through skin penetration or mucous membrane exposure to blood or body fluids may result in a variety of infections, including but not limited to: Hepatitis B virus, Hepatitis C virus, Human Immunodeficiency Virus, Herpes Simplex Virus as well as fungal and bacterial infections of the skin and blood.

The Health Hazard Regulations under *The Public Health Act, 1994* require personal service facilities to be operated in a hygienic manner and in a manner that prevents or minimizes the risk of transmission of disease to clients and/or individuals providing personal services. This fact sheet and the Saskatchewan Personal Service Facility Best Management Practices (BMPs) have been developed to assist operators in meeting the regulatory requirements.

Anyone considering establishing, renovating or operating a personal service facility offering invasive procedures, excluding those offering ear piercing services only, is to contact a public health officer (PHO) with their local health region prior to commencing construction and/or operations.

Anyone considering establishing, renovating or operating a personal service facility should also be aware that in addition to the health requirements, approvals from other ministries, agencies and/or local municipalities may be required. These approvals may include, but are not limited to: building, fire, accessibility and plumbing.

The construction and establishment of a well-designed, constructed and operated personal service facility will prevent or minimize the risk of transmitting communicable diseases to persons providing personal services and/or to the customers.

2. Site and Plan Review

The operation of personal service facilities may lead to the spread of disease(s) or infection through unsanitary conditions, improper design/materials and/or cross contamination by instruments/equipment, persons providing personal services and/or clients in the premises. Prior to the construction, renovation or operation of a personal service facility offering invasive personal services, excluding those offering ear piercing services only, plans are to be submitted to the local health region for review. These plans are to include:

- a list of the services to be offered;
- a scaled layout of the facility identifying the intended purpose of all areas/rooms and the location of sinks for cleaning instruments and equipment and hand washing stations;
- a list of construction materials used for floors, walls and work surfaces such as counters;
- lighting, ventilation and plumbing details; and
- procedures describing cleaning, disinfection and sterilization processes (including an equipment list).

Should the plans not meet the intent of the regulations, changes may be required and resubmitted for further review.

3. Design, Construction and Equipment Requirements for Personal Service Facilities

Unless otherwise approved by the local health region, the following requirements are to be met when designing, constructing and equipping personal service facilities that will be providing invasive services.

Water Supply

- An adequate supply of potable hot and cold water under pressure is to be supplied to the plumbing fixtures within the facility.
- A backflow prevention device is to be installed where contaminated water could enter the water system.

Separation/Space Requirements

- Client service areas are to be separate from any areas used for living, dining, or sleeping purposes and separate from other incompatible activities.
- The personal service procedure areas are to be of adequate size and appropriate for the service provided.
- If the facility is intended to accommodate more than one personal service station, it is to be of adequate size to prevent cross-contamination between adjacent services.
- Where clients may expect/desire privacy, the personal service procedure areas are to be screened from each other and from public view.
- Space, separate for the areas used for the delivery of personal services, is to be designated for the storage of personal items, e.g. handbags, food, outerwear, belonging to persons providing personal services.

Hand Washing Stations

- A minimum of one hand washing sink, easily accessible from every work station, is to be provided.
- The hand washing sink is to be:
 - separate from the hand sinks in the washroom facilities and separate from sinks used to clean instruments and equipment;

- accessible without touching door handles or curtains or having to pass through another personal service procedure area; and
- exclusive to the personal service operation, i.e. not to be used by another operation or business.

Cleaning, Disinfection and Sterilization Equipment

- Depending on the type of personal service intended to be provided and the type of instruments and/or equipment used, instrument and/or equipment cleaning sinks (in addition to the hand washing station), sterilizers and any other equipment (e.g. soaking trays, ultra sonic cleaners, sterilizers), required for the safe operation of the facility, are to be provided for the purpose of cleaning and disinfecting or sterilizing instruments and/or equipment.
- The sink(s) is to be large enough to accommodate the largest instrument and/or equipment to be cleaned.

Ventilation

- Some disinfectants and personal service procedures, e.g. acrylic nail applications, generate hazardous and/or objectionable airborne chemical odours. The ventilation system is to be capable of removing (to the outdoors) the hazardous and/or objectionable airborne contaminants from the facility.

Finishing Materials

- Floor and wall surfaces are to be smooth, impervious and easily cleanable.
- Tables, counters and furniture surfaces in procedure areas are to be constructed of smooth, non-absorbent, easily cleaned materials.
- Carpets, if provided, are only to be used in reception areas.

Lighting

- Lighting, equipped with shatterproof bulbs, shields or covers, is to be of sufficient intensity to facilitate cleaning, prevent injuries and to safely complete personal service procedures.

Storage Areas

- Cabinets and/or shelves are to be provided for the storage of personal service equipment and supplies.

Laundry

- It is preferable to have laundry facilities on site, however, where none are provided, a laundry bag or container with a lid is to be provided for soiled laundry.

Instruments and Equipment

- Only instruments and equipment designed for the purpose of providing personal services are to be used in the delivery of personal services.
- A puncture resistant container is to be provided for the disposal of sharps.

Janitorial Facilities/Supplies

- Provisions are to be in place to ensure chemicals, mop water and other wastes are disposed of in a manner that prevents the contamination of personal service instruments/equipment.
- Designated storage areas, separate from procedure areas, are to be provided for the storage of brooms, mops, pails and cleaning supplies when not in use.

Washroom Facilities

- The local municipality that is responsible for enforcing *The Uniform Building and Accessibility Standards Act* and regulations may require a public washroom to be provided.
- Washroom facilities may also be required for employees. Contact the Ministry of Labour Relations and Workplace Safety for details:

<http://www.saskatchewan.ca/government/government-structure/ministries/labour-relations-and-workplace-safety>

4. Personal Services Operating at Temporary Locations

- Temporary personal service facilities are defined as those operating in a temporary location for a period of 14 days or less per year.
- Owners/operators considering providing invasive personal services at a temporary location, e.g. at a tradeshow, are to contact the local public health inspection office at least two weeks prior to commencement of temporary operations.

Questions? Contact your local PHO. The link below provides contact information for health region **public health inspection offices** throughout the province:

<http://www.saskatchewan.ca/residents/health/understanding-the-health-care-system/saskatchewan-health-regions/regional-public-health-inspectors>

NOTE: This information was updated in October 2014. Visit the Ministry of Health website to view the most recent version of this document at:

<http://www.saskatchewan.ca/residents/environment-public-health-and-safety/environmental-health>